

# **BYLAWS OF THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY CHAPTER OF SIGMA XI**

## **THE SCIENTIFIC RESEARCH SOCIETY**

(Adopted September 21, 1983 and Revised in May, 2002)

### **ARTICLE 1. NAME AND CONSTITUTION**

#### **Section 1: Name.**

- 1.1.1 The name of this organization is the National Institute of Standards and Technology Chapter (hereinafter referred to as "the Chapter") of Sigma Xi, the Scientific Research Society (hereinafter referred to as "the Society").

#### **Section 2: Constitution.**

- 1.2.1 The basic Constitution of the Chapter is the Constitution and Bylaws of the Society which, together with the Bylaws, become the governing documents of the Chapter.

### **ARTICLE 2. OBJECTIVE AND LOCATION**

#### **Section 1: Objective.**

- 2.1.1 In accordance with Article 1-2 of the Constitution of the Society, the objective of the Chapter is "to encourage original investigation in science, pure and applied."

#### **Section 2: Location.**

- 2.2.1 The Chapter is located in Gaithersburg, Maryland, with the host institution being the National Institute of Standards and Technology.

### **ARTICLE 3. MEMBERSHIP\***

#### **Section 1: Membership.**

- 3.1.1 Active Members and Associate Members of the Society professionally associated with\*\* the National Institute of Standards and Technology are eligible for enrollment in accordance with Articles VII-5 of the Constitution of the Society. Active Members and Associates of the Society who are not professionally associated with the National Institute of Standards and Technology but who reside or work in Montgomery County, Maryland, are also eligible for enrollment upon approval of the Admissions Committee. In circumstances not covered by the above categories, individuals proposed for nomination and approved by the Admissions Committee may also be enrolled in the Chapter.
- 3.1.2 Members and Associate Members have such rights and privileges in Chapter matters as are accorded to them by Article VII of the Constitution of the Society.

\* It is occasionally necessary to use in this document a word meaning both Members and Associate Members; in such cases, the word "member" or "membership", without the capital "M" will be used.

\*\* "professionally associated with" includes full or part-time employees, retirees, consultants, contractors, Guest Workers, Research Associates, and Research Fellows.

## ARTICLE 4. OFFICERS AND THEIR DUTIES

### Section 1: Officers.

- 4.1.1 The officers of the Chapter are President, President-elect, Secretary, and Treasurer. Either the President or the President-elect must be professionally associated with the National Institute of Standards and Technology at the time of the election. The Secretary or the Treasurer must be professionally associated with the National Institute of Standards and Technology at the time of the election.
- 4.1.2 Upon expiration of the term of President, the President-elect shall become President and serve for one year in that office. The Secretary and the Treasurer shall be elected during alternate years; the Secretary in an odd year and the Treasurer in an even year, and serve for two years. The President and President-elect may not serve two consecutive terms in their respective offices. The other officers may be reelected for additional terms. Elected officers of the Chapter shall begin their term of office on July 1.

### Section 2: Duties of Officers.

- 4.2.1 The duties of the President shall include the following: presiding at all meetings of the Chapter; presiding at all meetings of the Executive Committee; representing the Chapter at all official functions in which the Chapter is involved, including the National Assembly; submitting to the membership a brief annual report concerning the Chapter and its activities; appointing the Chair of each committee, except the Nominations Committee Chair, with the advice and consent of the Executive Committee; and performing such other tasks as may be appropriate for this office. These duties may be delegated to other members of the Chapter as appropriate.
- 4.2.2 The duties of the President-elect shall include the following: serving as the deputy for the President and acting for the President in the absence of the President on any official occasion; organizing the NIST Sigma Xi Colloquium Series, serving as chair of the Program Committee; serving as nonvoting Convener of the Nominations Committee; and performing such other tasks as may be appropriately assigned by the President.
- 4.2.3 The duties of the Secretary shall include the following: informing all members of the times, places, and programs of regular and special meetings of the Chapter; serving as secretary at all meetings of the Chapter; maintaining all records, other than fiscal, of the Chapter, including minutes of meetings, records of nominations, and election of officers, all correspondence between the Chapter and the Society (at National Headquarters); carrying out all instructions received from the Executive Director of the Society relating to membership rolls, local and national dues, notices of the National Meeting and Assembly of Delegates of the Society, proposed amendments to the Constitution and Bylaws of the Society, etc.; preparing the annual report of the Chapter; sending a copy of this annual report, and of the financial report prepared by the Treasurer, to the Society (at National Headquarters) and to the Officers and Membership of the Chapter; and performing such other tasks as may be appropriate for this Office.
- 4.2.4 The duties of the Treasurer shall include the following: maintaining the fiscal records of the Chapter; maintaining the funds of the Chapter in an appropriate bank; paying all bills for goods and services delivered to the Chapter on authorization of an appropriate officer of the Chapter; preparing the annual budget for the Chapter for approval of the Executive Committee at the beginning of the fiscal year; preparing the annual Form 990 for the U.S. Internal Revenue Service for submission to that organization by the Secretary if required; preparing the annual audit of the Chapter for the membership; and performing such other tasks as may be appropriate for this Office.

## ARTICLE 5. NOMINATION AND ELECTION OF OFFICERS

### Section 1: Nomination of Officers.

- 5.1.1 The Nominations Committee shall nominate one or more persons for each position to be filled and shall report these to the Chapter at the regular meeting of the Chapter preceding the election. At this nominating meeting, additional nominations may be made from the floor. The persons so nominated shall be appropriately listed on the ballot, together with a statement that each nominee has agreed to serve if elected.

### Section 2: Election of Officers.

- 5.2.1 The officers of the Chapter shall be elected by mail or electronic balloting by the membership and the results announced at the last regularly scheduled meeting in the year ending June 30. (A plurality vote shall suffice for election.)
- 5.2.2 If the office of President becomes vacant, the President-elect shall also assume the duties of President as Acting President for the remainder of the term and then become President on July 1. Thereafter, if for any reason the office of President is still vacant, the order of succession shall be Secretary, then Treasurer.
- 5.2.3 If the Office of President-elect becomes vacant, a special election shall be held to fill the vacancy.
- 5.2.4 If a vacancy occurs in any Office other than President or President-elect, the Executive Committee shall appoint a person to serve the unexpired term.

## ARTICLE 6. COMMITTEES

### Section 1: Committees.

- 6.1.1 The Standing Committees of the Chapter are the following: Executive Committee, Nominations Committee, Program Committee, Admissions Committee, Education Committee, Awards Committee, and Post-doctoral Poster Presentation Committee.
- 6.1.2 The Chair of each committee shall be appointed by the President, except the Nominations Committee and the Program Committee. The Chair should select the members to participate in the committee from the NIST Sigma Xi Membership List and based on the committee needs.
- 6.1.3 The Executive Committee consists of all the officers, together with the immediate Past-President of the Chapter, with the President serving as Chair. The duties of the Executive Committee include the following: seeing that all responsibilities, local and national, of the Chapter are properly met, including relations involving the membership of the Chapter, the Society, the host institution, the scientific community, and the public; providing advice and consent to the President on the appointment of the Chair of each Committee except the Nominations Committee and Program Committee; appointing additional delegates to represent the Chapter at the Assembly of Delegates at the National Meeting of the Society; establishing ad hoc committees to perform special tasks for the Chapter; and carrying out such other business as may be appropriate in furthering the aims and carrying out the objective of the Society. The Executive Committee may invite the

Chair of any committee to attend its meeting and report on the work of her/his respective committee. All Executive Committee meetings are open to the membership.

- 6.1.4 The Nominations Committee consists of at least three members (no more than six) of the Chapter, each serving a three-year term, no one of whom may be a member of the Executive Committee. Members of the Nominations Committee may be reelected to serve one additional term. The members of the Nominations Committee shall be nominated following the same procedures as for the Officers (see 5.1.1). Such nominees shall be appropriately listed on the ballot. The elections shall follow the same procedures as for the Officers (see 5.2.1). The Nominations Committee shall provide each year one or more eligible nominees for the following positions: President-elect, Secretary or Treasurer, and additional nominees as may be desired to fill vacant positions on the Nominations and Admissions Committees. The President-elect serves ex-officio as the nonvoting Convener of the Nominations Committee. The Nominations Committee shall select the chair from its committee members.
- 6.1.5 The Program Committee consists of at least three members, including the Vice-President serving as Chair. The Program Committee is responsible for planning, arranging, conducting, and publicizing all meetings for the NIST Colloquium Series and other events, activities, and functions of the Chapter.
- 6.1.6 The Admissions Committee shall consist of a Chair and at least five additional members, each serving a three-year term that can be renewed. The Admissions Committee shall be responsible for requirements of new members and the reinstatement of inactive members and for the promotion of Associate Members to full membership.
- 6.1.7 The Education Committee shall consist of a chair and at least three additional members; each serving a three-year term that can be renewed. The Education Committee is responsible for the selection of the Outstanding Teacher Award and the Measurement Science Awards for High School Science Fairs.
- 6.1.8 The Awards Committees shall consist of a chair and at least three additional members; each serving a three-year term that can be renewed. The Awards Committee is responsible for the selection of the Young Scientist Award for Excellence in Scientific Research, Outstanding Service Award in Support of Research Scientists and the Outstanding Service Award to the NIST Sigma Xi Chapter.
- 6.1.9 The Postdoctoral Presentation Committee shall consist of a Chair and at least 5 additional members; each serving a three-year term that can be renewed. The Postdoctoral Presentation Committee is responsible for planning, arranging, conducting and publicizing the Postdoctoral Poster Presentation Event. The chair and committee members will invite a judging committee composed of NIST scientists to choose the most outstanding poster.
- 6.1.10 The President of the Chapter is an ex-officio member of each Committee, except the Nominations Committee.

## ARTICLE 7. MEETINGS

### Section 1: Meetings.

- 7.1.1 The Chapter may hold regular meetings each year at times and places designated by the Executive Committee.

- 7.1.2 Special meetings of the Chapter may be called by the Executive Committee or at the written request of 15 members of the Chapter or one fifth of the membership, whichever number is smaller. The notices of special meetings shall state the exact nature of the business to be transacted, and no other business shall be carried on at such meetings. The notices of special meetings must be distributed to the total membership of the Chapter.
- 7.1.3 A quorum for the votes of the Chapter shall consist of one-fifth of the membership. If the Executive Committee so decides, voting shall be done by mail or by electronic balloting of the active membership. Decisions shall be determined by a plurality of the votes cast.
- 7.1.4 Each Committee shall meet at the call of its Chair or Convener with due advance notice being given to the Members of the Committee.
- 7.1.5 A majority of the members of a given committee shall constitute a quorum for the transaction of business with approval of any action or motion requiring the assent of a majority of all members of the Committee, present or not.
- 7.1.6 Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings except where superseded by the Bylaws of the Chapter or the Constitution and Bylaws of the Society.

## ARTICLE 8. MEMBERSHIP DUES

### Section 1: Dues.

- 8.1.1 Regular national dues are billed directly to and collected from each Member and Associate Member of the Chapter by the Society (at National Headquarters). A percentage of the national dues, which is determined by vote of the Assembly of Delegates, is returned directly to the Chapter as Local Support.
- 8.1.2 On recommendation of the Executive Committee and approval of the Chapter at a proper meeting, local dues may be levied to be billed and collected locally by the Treasurer or, preferably, billed and collected by the Society (at National Headquarters) for return to the Chapter.
- 8.1.3 Any inactive member of the Society (i.e., with dues unpaid) may become active by simply paying the current year's dues.

## ARTICLE 9. AMENDMENTS TO THE BYLAWS

### Section 1: Amendment Procedure.

- 9.1.1 These Bylaws may be amended by a two-thirds vote of the members present at a meeting of the Chapter provided each such amendment has first been approved by the Executive Committee and made known in writing to all members of the Chapter at least one month preceding the meeting at which the amendments are to be voted upon. The voting can also be done electronically and needs to be approved by at least two-third majority of the members who vote.

### Section 2: Review.

- 9.2.2 These bylaws shall be reviewed every 10 years by an ad hoc committee appointed by the President. The President may recommend more frequent reviews.

## ARTICLE 10. DISSOLUTION

### Section 1: Chapter Dissolution.

- 10.1.1 Upon dissolution of the Chapter, any assets remaining thereafter shall be conveyed to Sigma Xi, the Scientific Research Society, Incorporated, or to another existing organization dedicated to a similar objective provided such other organization is tax-exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954 as amended.